Take Your Documents...

From This....

Scan & View Document Management Software

To This...

Most businesses today contend with the problem of filing and retrieving paper documents. Business owners accept the fact that filing documents is a part of business...always has been and always will be. Very seldom is any thought given to the "real" costs associated with managing paper documents in the office environment.

Let us start with filing cabinets. Small offices may have a few filing cabinets, whereas larger businesses may have hundreds. Filing cabinets are not cheap. What is your business pay per square foot for office space? How many square feet are lost due to rows upon rows of filing cabinets? How many documents per day are pulled from files, and then refilled? How much time does that take and how many times per day does that happen? How many employees do that each day? How many of those documents are photocopied, faxed or mailed to someone else? Sound familiar?

There is a better way: electronic document management utilizing Eye Communication System’s cost-effective Eye Com Scan & View imaging software. Now there’s an easy way for your employees to store and retrieve documents electronically on a PC, a network, or through the Internet.

Eye Com's imaging Software was designed to meet document management needs of small to medium-sized business while maintaining affordability.

**Eye Com Scan**

Eye Com Scan is the starting point to electronic document management. Equipment needs are simple: a personal computer, a scanner and Eye Com Scan software. Load the software, attach the scanner, and you are ready to begin scanning and indexing your documents into an electronic format. From there they can be stored on the PC’s hard drive, on a CD or DVD, or on your internal network allowing all employees to access the data. Scan is built to use Windows 95, 98, NT, ME, or XP, operating systems and provides setup wizards to get you up and running in minutes. Once documents are scanned and indexed, retrieval is instantaneous using Eye Com View. Employees have the option of printing out a copy of the scanned image, faxing it directly from their computer, or forwarding it to a colleague via e-mail. What could be more simple? No more walking to the file cabinets, refiling the document, nor will you ever have to worry about misfiled documents again.

**Eye Com View**

Eye Com View is the retrieval package used in conjunction with Eye Com Scan. Using the indexes created during the scanning process, documents can be pulled up on your computer screen instantly. Images can be rotated, there is a zoom in and zoom out feature, images or parts of images can be magnified, and image quality can be adjusted for more detailed viewing.

Both Eye Com Scan & View can function as a stand-alone-system or as an Internet solution.

Reduce your operating costs, improve your office efficiency, increase productivity, and regain your office space utilizing Eye Com Scan & Eye Com View document imaging software.

Eye Com also offers “bundled systems” which include the personal computer, pre-loaded Eye Com Scan & View, and various scanners to take the guess work out of your document imaging decision.
1 Scan your documents
Scan batches of documents in minutes. Enter index information once and Scan & View will index the entire batch automatically.

2 Index (file) documents
It’s easy to create a filing system with customized search fields, allowing you to retrieve documents in a matter of seconds. Scanned documents can be indexed along with other forms of information, such as paper, microfilm, tapes, etc., giving you comprehensive access to all of your information at the touch of a button.

3 Store electronically
Store scanned documents electronically on your hard drive, CD, WORM drive, Zip drive or other media of your choice. Scanned images may also be electronically warehoused on the internet, giving users secure, password protected access from anywhere in the world.

4 Retrieve in seconds
Simple-to-use Windows® format and versatile search features provide for quick, easy document retrieval. Eye Com View displays file locations of both unscanned and other media. Options include image rotation, zoom functions and quality adjustment of images.

A INDEX DATA
Find documents by entering information in one or more index fields, i.e. document date.

B VIEW OPTIONS
View options allows you to magnify areas of the document, adjust display quality or rotate.

C STATUS BAR
Shows you the location of your document within the folder.

D LOCATION DISPLAY
Displays the image and locations of any and all other analog media.